

# **CONSULTANT/ VENDOR SELECTION GUIDELINES**

**FOR  
SERVICE CONTRACTS**

**Michigan Department of  
Transportation**

**Implementation January, 2006**

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## **PART I - GENERAL INFORMATION**

### **BACKGROUND**

The Michigan Department of Transportation (MDOT) uses a qualifications-based selection (QBS) process, low bid process, and a qualification review and low bid process for procuring services. Requests for Proposal (RFPs) for all services greater than \$25,000 will be posted on MDOT's website.

Brooks Act services for projects valued at \$100,000 or more, are defined as "professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph; professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services."

Some services, whether QBS or low bid, will require a vendor to be prequalified to be eligible to participate in the selection. For these services, the RFP will clearly state what prequalification classification(s) is required. To become prequalified, a vendor must submit an application to MDOT's Contract Services Division. To acquire information on what services MDOT prequalifies for and how to become prequalified, locate the prequalification application under "Doing Business with MDOT" [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21540---,00](http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00). If prequalification is not required, all vendors who feel they are qualified to perform the service may submit a proposal. To assure a complete vendor pool, MDOT may advertise such services in newspapers, periodicals or determine other methods in addition to placing information on the MDOT website.

This Guideline defines the type of RFP based on the estimated cost of the service. The type of contract or authorization does not affect the selection process.

This document covers the procedures for vendors to follow for each selection process MDOT uses.

MDOT will seek to contract with the vendor who is selected. This contract may be an authorization under an IDS contract or a regular contract. If any problems occur during the contracting process that do not allow MDOT to contract with the selected vendor, the next highest qualified vendor based on QBS, QBS/low bid, or low bid will be considered for selection.

All results from Tiers I, II, and III and low bid selections will be placed on the website.

On a quarterly basis, MDOT will post on the website a list of potential service opportunities that are anticipated to be advertised during that quarter. These are services that will exceed \$25,000 or do not require prequalification. This list is for informational purposes only and does not guarantee that all services listed will be advertised. Also, there will be services advertised that were not included on the quarterly list. The vendor is responsible to review the website for service opportunities.

## **PART II - PROCESS STEPS**

### **A. Services Estimated Less than \$25,000.**

**(NOTE: Services selected by this process cannot be amended to exceed \$25,000. Services that exceed \$25,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$25,000, the Tier I, II, or III process should be followed.)**

1. The MDOT Project Manager will review the prequalification list and contact three vendors by phone or e-mail about the availability of the service. If the service does not require prequalification, the PM will contact at least three vendors that can provide the service, and will determine the most qualified vendor using evaluation criteria appropriate for the service.
2. The Project Manager will negotiate with the most qualified vendor if the selection is QBS. If the selection is low bid, the Project Manager will get a bid from each vendor and select the lowest bid. When negotiation or low bids are completed, the Project Manager will send the selection information to the designated MDOT Contract Administrator by completing Form 5100 and providing supporting comments about each of the vendors contacted.
3. Review of all recommended selections will be completed by the Chair of the Central Selections Review Team. If the selection has been properly conducted, with adequate supporting documentation, the Chair may approve the selection. If there are any questions about the selection, the Chair may contact the Contract Administrator for assistance.
4. Once the selection is approved, MDOT will contract with the selected vendor.

### **B. Prequalified Services Estimated Between \$25,000 and \$100,000 – Tier I**

**(NOTE: Prequalified services selected by this process cannot be amended to exceed \$100,000. Services that exceed \$100,000 cannot be broken down into smaller components merely to permit the use of the Tier I selection process. If it is anticipated that the cost of the service could eventually exceed \$100,000, the Tier II process will be followed.)**

1. An MDOT Selection Team will be assembled for each service.
2. MDOT will post an RFP with a scope of work for each service on the web on a monthly basis. The RFP will identify the items that are required including qualifications of the team and understanding of service and location of service personnel may be required at the Project Manager's discretion. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
3. Interested vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date indicated. The proposal may not be more than three pages in length, including Exhibit D, and no personnel resumes will be accepted. See Exhibits B and D.

4. The Selection Team will develop a short-list of vendors who are most qualified to perform the work by completing a qualitative evaluation, including qualifications of team leader, qualifications of the team, and past performance.
5. The Selection Team will document the selection by completing the Central Selection Review Team (CSRT) Action Sheet (Form 5100). The Selection Team will submit the Form 5100 to the MDOT Contract Administrator. On Page 1 of Form 5100, all vendors submitting proposals will be listed. On Page 2, a short listing of the highest, equally qualified vendors will be listed, with justification and rationale provided which describes why they are recommended. On an exception basis, and for unique circumstances on a project, the Selection Team may recommend a most-qualified vendor if there is Region Engineer/Division Administrator approval.
6. If MDOT only receives one response to an RFP and the project is funded with Federal Highway Administration (FHWA) funds, then FHWA approval is required before proceeding to negotiations and contracting with the one vendor.
7. A final selection for each project is made by the CSRT after a review of the short list of vendors' for each project, and consideration of the selection factors used by the CSRT, including a review of vendors' overall qualifications, past performance, capacity, and current workload.
8. MDOT will contract with the selected vendor.

**C. QBS Services Equal To or Greater Than \$100,000 and all QBS, QBS/Low bid, and Low bid Non-Prequalified Services (Regardless of Estimated Cost) - Tiers II and III**

**(NOTE: The only difference between Tier II and III in the process is the complexity of the requirements for the RFP. The Selection Team may choose to use this process for services with an estimated cost less than \$100,000.)**

1. An MDOT Selection Team will be assembled for each service.
2. MDOT will post an RFP with a scope of work for each service on the web. The RFP will identify the items that will be scored for selection, the prequalification classifications required, and the DBE percentage goal. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
3. Interested vendors shall submit an RFP in accordance with the guidance provided in this document by the deadline date indicated. The vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the vendor's knowledge and experience in the specialty area(s). See Exhibit B.
4. The Selection Team will evaluate the vendor's qualifications in accordance with the criteria described in these Guidelines and in the RFP.
5. Where presentations are not required, the Selection Team will determine the most qualified vendor from the information in the proposals. Once final approvals are received, negotiations will proceed with the most qualified vendor. If negotiations with the most qualified vendor are not successful, then negotiations will proceed with the next most qualified vendor and so on until negotiations are successful.

6. Where presentations are required, generally at least three (3) of the most qualified vendors will be short-listed and requested to give a presentation. In addition, a technical proposal may be required. The Selection Team will score the presentation and technical proposal (if required). This score will be added to the original score from the short-listing to determine the most qualified vendor. The short-listing and the final selection will require CSRT approval. Negotiations will proceed with the most qualified vendor as described above.
7. If MDOT only receives one response to an RFP and the project is funded with Federal Highway Administration (FHWA) funds, then FHWA approval is required before proceeding to negotiations and contracting with the one vendor. The Selection Team and CSRT will determine if the proposal is acceptable prior to seeking FHWA approval.

#### **D. Low Bid Selections Over \$25,000 (Including Review of Qualifications)**

1. MDOT Selection Team will be assembled for each service.
2. MDOT will post an RFP with a scope of work for each service on the website. The RFP will identify the items that will be scored to determine which bidder's quotes will be open. It will identify what items are to be bid and request bids to be submitted in a separate sealed envelope. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
3. Interested vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date indicated. The vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the vendor's knowledge and experience in the specialty area(s). See Exhibit B for the maximum number of pages allowed in the RFP, not including resumes.
4. The Selection Team will establish a minimum acceptable threshold.
5. The Selection Team will evaluate the vendor's qualifications in accordance with the criteria described in these Guidelines and in the RFP. The list of vendors whose bids will be opened will be sent to the CSRT for approval.
6. MDOT will post on the website the time/date and place of the public bid opening.
7. Once CSRT approval is given, MDOT will open the bids of the highest qualified bidders and return all others. MDOT will proceed to contract with the bidder with the lowest acceptable bid. MDOT will post the bid amounts on the website.

## **PART III – INSTRUCTION FOR SUBMITTING PROPOSALS**

### **A. INSTRUCTIONS FOR SENDING IN PROPOSALS AND TECHNICAL PROPOSALS FOR TIER II AND III SELECTIONS. (Please see Page 3 for Tier I selections.)**

Unless otherwise stated in the RFP, vendors must submit three (3) copies of the proposal or technical proposal to the stated MDOT Project Manager by the date and time stated. MDOT will date/time stamp or log the proposal or technical proposal as received. Vendors must also submit one stapled copy to the MDOT Contract Administrator (stated in the RFP) within three (3) business days following the due date specified in the RFP.

Vendors mailing proposals or technical proposals should allow ample mail delivery time to ensure timely receipt of their proposal or technical proposal. Proposals or technical proposals arriving after the response date and time will be disqualified from the selection process. Registered mail is suggested to ensure timeliness. All solicited vendors will be notified on the website if there is a change in the due date, time, or location. **Proposals or technical proposals that are not submitted in accordance with these Guidelines will be considered unresponsive and rejected.**

All proposals or technical proposals must comply with the following:

1. Proposals and technical proposals for Tier II and III selections are to be organized as defined in Part IV – Proposal Requirement and Part V – Proposed Information and Scoring of this document.
2. Pages shall be 8 ½ inches by 11 inches.
3. Font must be a minimum of 12 pitch.
4. Pages must be numbered continuously throughout, and in the format of “Page 1 of \_\_\_\_.”
5. All Tier II proposals shall be stapled in the upper left hand corner and shall be completely recyclable (e.g. no binders, no plastic, spiral binding, etc.)
6. Tier III proposals or technical proposals may be bound and sections may be tabbed and numbered.
7. Graphics are allowed within established page limits.
8. All proposals must comply with page limits as indicated in Exhibit B, unless otherwise specified in the RFP.

### **B. INSTRUCTIONS FOR SUBMITTING BIDS (LOW BID SELECTIONS)**

For services where selections will be based on qualifications and the lowest bid, in addition to the above proposal, the vendor bid shall be submitted in a separate sealed envelope. This envelope should be clearly marked “SEALED BID.” Only vendors determined to be the most qualified (minimum scoring threshold will be determined by Selection Team prior to the scoring of proposals) will have their bids opened. All other bids will be returned, unopened, to vendors. The items on which the vendors will be bidding will be provided in the RFP. The RFP will also provide details on how the vendor shall sign and document the bid.

## C. INQUIRIES & GENERAL INFORMATION

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of four (4) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the vendors submitting questions will not be disclosed. **The employees of the proposing vendors must not contact any MDOT staff (including members of the Selection Team), other than the MDOT Project Manager, or their designee, to obtain information on this service. Such contact shall result in disqualification.**

### 1. Addenda to RFP

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT website.

### 2. News Releases

Any news release(s) pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

### 3. Disclosure

All information in a vendor's proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

## D. PREQUALIFICATION

**Vendors must be prequalified in the services they provide if the service requires prequalification.** The RFP will state if prequalification is required to perform the service. The RFP will also state the primary (main) prequalification classification and any secondary prequalification that may be required.

### 1. Primary Prequalification Classification

The prime vendor must be prequalified in all classifications listed as the primary prequalification classification.

### 2. Secondary Prequalification Classification

The proposing team must have a member prequalified in each of these classifications. The requirement may be met by either the prime vendor or a sub-vendor(s).

If the vendors do not meet these prequalification requirements, the proposal will be rejected. The prequalification requirements for a service should remain unchanged throughout the selection process. In the event that the requirements do change, the information will be provided to the vendors on the website.

**E. PRIME VENDOR RESPONSIBILITY**

The prime vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value, not including direct costs, required on the service, unless otherwise specified in the RFP.

**F. REJECTION OF SUBMITTALS**

MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any RFP. MDOT will not pay for the information solicited or obtained as a result of a vendor's response to any RFP.

MDOT will reject any proposal, technical proposal or bid that is not in complete compliance with the instructions in these Guidelines.

MDOT reserves the right to reject any proposal where it is determined by MDOT that a conflict of interest exists.

**G. ACCEPTANCE OF PROPOSAL CONTENT**

The content of a proposal, technical proposal, and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in cancellation of the contract.

## **PART IV – PROPOSAL REQUIREMENTS**

**Formal proposals are required for Tier II and III selections only and shall include the information as outlined in these Guidelines.** The first section of each vendor proposal shall provide the following general information for all vendors. This section should not be numbered and will not be a basis of scoring. Information provided will determine if the vendor is eligible to submit the proposal. In the event that the vendor includes sub-vendors as a part of its service team, all information requested must be provided for those sub-vendors within the same sections. The proposal must follow the format outlined below.

### **A. IDENTIFICATION OF PRIME AND SUB VENDORS**

1. Name of prime vendor submitting proposal (this is the vendor that MDOT will contract with).
2. Name, address, telephone and fax numbers, and email address of the prime and sub-vendors, including a responsible contact person.
3. Federal identification number of the prime and sub-vendors.
4. For each required prequalification classification, state which vendor has the required prequalification.
5. Approved negotiator for the prime vendor.
6. Indicate whether the vendor operates as an individual, partnership, or corporation. If a vendor is a corporation, include the state in which the vendor is incorporated.
7. State whether vendors are licensed to operate in the State of Michigan.
8. State whether vendors are certified as a disadvantaged, minority, or women business enterprise (DBE) by MDOT.

In addition, this information is required for all branch offices or other subordinate elements that will perform or assist in performing the services.

Some services require that the vendor's project manager/team leader and/or support personnel meet minimum licensing and/or certification requirements. For those services, state which personnel are being provided to meet these requirements.

### **B. CAPACITY**

A statement attesting to the fact that the key personnel being proposed are available and have sufficient time available to provide the service as outlined in the RFP must be included in this section of the proposal. The statement must be signed by the vendor's "approved negotiator" and is required from the prime as well as all sub-vendors who are providing key personnel.

Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category, if applicable, and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel have to be changed due to change in employment or unanticipated work load shifts or schedule changes. All changes in key personnel must be approved by MDOT in writing.

**C. OTHER INTERESTS (CONFLICT OF INTEREST)**

Describe any other interests or connections that the prime or sub-vendors have had or will have with this service. This would include any activity, contract or business relationship that any of the vendors on the service team have with any city, township, village, county, company, governmental agency, community, steering committee or selection team, any of which are related to this service. This includes disclosing if the firm is the engineer of record with a city/township, etc. within the project limits.

For each vendor on the service team that does not have any past or current interest or connection with this service, a statement attesting to that fact must be provided.

For each interest or connection, describe why this relationship is not a conflict of interest.

NOTE:MDOT considers it a conflict of interest for a vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a vendor to perform services for MDOT and the construction contractor on the same construction project.

**D. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Each RFP will state the minimum goal for DBE participation. For some services, this goal will be zero. Provide a description of how your submittal meets the goal and your firm's commitment to maintain the percentage throughout the course of the contract including any future amendments. Waivers to this commitment must have approval of the Good Faith Efforts Team.

## **PART V. PROPOSAL INFORMATION AND SCORING**

**Formal proposals are required for Tier II and III selections only and shall include the information as outlined in these Guidelines.** This section is the information required in the proposal that will be used to score the qualifications of each vendor's proposal. The section numbering correlates to the score sheet (Exhibit C). Therefore, the vendors should format their proposals consistent with the outline provided.

### **A. UNDERSTANDING OF SERVICE, INNOVATIONS AND SAFETY PROGRAM (IF APPLICABLE)**

Describe your understanding of the service and/or innovations and safety or other issues you intend to propose. This information is to be based on the scope of services.

Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered. Describe the benefit to the service, the increase/decrease in hours and the increase/decrease to the cost of construction due to the revision to this work item.

The RFP will indicate if this section is required. If it is not required and the vendor provides it, no additional points will be added to the scoring.

### **B. QUALIFICATIONS OF TEAM – All proposals require this section.**

The scoring for qualifications of team scoring will be one score based on the following information:

#### **1. Structure of the Project Team (Personnel and Roles)**

Describe the structure of the project team including the roles of all key personnel and sub-vendors. For each sub-vendor, describe role in service and include what percent of the named role that the sub-vendor is expected to provide.

The vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of MDOT.

If applicable to the service, provide a communication plan of how the service team will communicate services information and resolve issues. Some RFP's may state that a communication plan is required.

#### **2. Staff Service Experience**

Provide resumes for each of the key staff of the prime and sub-vendors. The format shown in Exhibit A may be used for reference. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

- a. General description of the service.
- b. Role of person in the service.

- c. Service budget.
- d. Year service was completed.
- e. Name of client (agency or company).
- f. Role of vendors in the service (It is not required that the submitting vendors have a role.)
- g. Name and phone number of person to contact for client.
- h. If the service is a service related to a construction project, provide the route name, limits of construction, construction budget, general description of type of construction

The resume is limited to three (3) pages per key staff member.

### **3. Organization Chart (Only include if required in RFP)**

If required in the RFP, provide an organization chart of your service team including sub-vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the vendor with which they are employed, and lines of communication. The RFP may include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the MDOT project manager.

### **C. PAST PERFORMANCE – All proposals require this section.**

MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-vendors that are being proposed. If the vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These would be in addition to those provided in the resumes in Section B and are limited to work completed in the past five (5) years.

Vendors are not required to submit prior evaluations with proposals, but should be aware that MDOT is reviewing prior evaluations.

### **D. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLAN**

Outline your vendor's QA/QC plan for this service. Include background information of your selected QA/QC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

This section is not applicable for Tier II selections (less than or equal to \$250,000) and shall not be submitted. The RFP will indicate on Exhibit B if this section is required for Tier III selections.

### **E. LOCATION**

Location will be a factor for on-site inspection services ONLY. If required, it will be indicated in the RFP. For those services, provide the location of the office(s) and key staff and where the service work will be managed/coordinated (indicating how far key personnel will have to travel to get to the site). If the work will be performed at various locations, provide this information.

## **F. TECHNICAL PROPOSAL/PRESENTATION**

If a presentation is required, the Selection Team may also require a technical proposal. If required, it will be indicated in the RFP. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to the number of pages that can be provided. The technical proposal expands four areas of the proposal.

### **1. GENERAL INFORMATION**

In the first section provide any and all changes from the information that was provided in the original proposal. The Selection Team must determine if the changes in the information are material enough to change the ranking of the vendor. This determination from the Selection Team will be required to be made any time the change occurs.

### **2. EXPANDED UNDERSTANDING OF SERVICES AND INNOVATIONS**

Provide an expanded work plan and any innovations in implementing the service that may be proposed.

### **3. EFFICIENCY/EFFECTIVENESS AND COMMUNICATION**

Provide how you will effectively and efficiently use your staff to assure a quality product at a reasonable price. Provide a schedule showing how you plan to complete the service on time. This can be described and shown graphically. Provide a communication plan that shows how service information and issues are communicated and resolved.

### **4. QUALITY ASSURANCE/QUALITY CONTROL PLAN**

Describe in detail how you will implement a QA/QC program for this service. Designate who will be responsible for your QA/QC program.

The score for the presentation/technical proposal will be based on the proposal document and presentation. The final selection of most qualified vendor will be made by adding the presentation/technical proposal score to the previous score based on the proposal.

## Exhibit A

### Staff Education and Experience Report

EMPLOYEE NAME		TITLE ROLE ON THIS SERVICE	
COMPANY NAME		YEARS OF EXPERIENCE	
		_____ with company _____ with other vendors	
EDUCATION: degree, year, school (inc. city and state of school)			
LICENSES AND REGISTRATIONS			

### Specific Experience

MONTHS/ YEARS	SERVICE I.D.	ROLE & SERVICE DESCRIPTION
<i>(enter as mo/yr to mo/yr)</i>		<ol style="list-style-type: none"> <li>1. General description of the service.</li> <li>2. Role of person in the service.</li> <li>3. Service budget.</li> <li>4. Year service was completed.</li> <li>5. Name of client (agency or company).</li> <li>6. Role of vendors in the service (It is not required that the submitting vendors have a role.)</li> <li>7. Name and phone number of person to contact for client.</li> <li>8. If the service is an service related to a construction project, provide the following:               <ol style="list-style-type: none"> <li>a. Route name</li> <li>b. Limits of construction</li> <li>c. The construction budget</li> <li>d. General description of type of construction</li> </ol> </li> </ol> <p style="margin-top: 20px;">This section is limited to three (3) pages per key staff member.</p>

## Exhibit B

Michigan Department  
of Transportation  
5100B (12/05)

### CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

Exhibit B

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
WHITE = REQUIRED			GRAY SHADING = OPTIONAL	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<input type="checkbox"/> <b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<input type="checkbox"/> <b>TIER III</b> <b>(&gt;\$250,000)</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Service Personnel <b>(Required for on-site inspections)</b>	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# Exhibit C

## SCORE SHEET

Michigan Department  
of Transportation  
5100C (12/05)

Exhibit C

The selection team will complete one consensus score sheet.  
**This score sheet will be used to score proposals. This is not to be used for low bid.**

PROJECT MANAGER		JOB NUMBER/CONTROL SECTION		DESCRIPTION (If no JN/CS)	
BLACK SHADING = NOT REQUIRED		GRAY SHADING = OPTIONAL		WHITE = REQUIRED	
****ALL VENDORS MUST BE SCORED****					
Selection Criteria	VENDOR NAME: <input type="checkbox"/> Vendor does not appear to have any conflicts of interest concerning this service. <input type="checkbox"/> Vendor has met DBE goal or has approved waiver.	Total Possible		Rater's Score	
		Tier II	Tier III	Tier II	Tier III
<b>Understanding of Service.</b> Describe understanding of the service, innovations, and/or safety program intended to be proposed. This information is to be based on the scope of services.	Comments:	35	35		
<b>Qualifications of Team.</b> Provide organization chart, if required. Describe the structure of the project team including the roles of all key personnel and sub vendors. For each sub vendor, describe role in service and include what percent of the named role that the sub vendor is expected to provide. Provide resumes for each of the key staff of the prime and sub vendors stated above.	Comments:	50	50		
<b>Past Performance.</b> Take into consideration performance evaluations done by MDOT and any references offered by vendor.	Comments:	20	20		
<b>Quality Assurance/Quality Control Process.</b> Outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.	Comments:		10		
<b>Location.</b> This will only be a factor on services where vendor personnel are expected to be on-site for the majority of the service (on-site inspections).	Comments:	5	5		
	<b>Minimum/Maximum Subtotal prior to Presentation (if required)</b>	70/110	70/120		
<b>Presentation.</b> General evaluation of quality of presentation and technical proposal.	Comments:		20		
	<b>Minimum/Maximum Grand Total Following Presentation</b>	70/110	90/140		
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE			DATE	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE			DATE	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE			DATE	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE			DATE	

## Exhibit D

Michigan Department  
of Transportation  
5100D (12/05)

### REQUEST FOR PROPOSAL COVER SHEET - TIER I

Exhibit D

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NO.	FAX NO.	
CONTACT	EMAIL	
FEDERAL IDENTIFICATION NUMBER	<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	
LICENSED TO OPERATE IN THE STATE OF MICHIGAN <input type="checkbox"/> YES <input type="checkbox"/> NO		
CERTIFIED AS A DISADVANTAGED, MINORITY, OR WOMEN BUSINESS ENTERPRISE (DBE) BY MDOT <input type="checkbox"/> YES <input type="checkbox"/> NO		
SUB-VENDOR(S)	CERTIFIED DBE YES NO	
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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